

2011 ELPA Online Pilot Pre-ID Instructions

To ensure that students are correctly identified for the ELPA Online Pilot or the Paper-Pencil mode of the ELPA, districts must check their Pre-ID'd students for each building in the participating district and at each grade level participating. All eligible students (LEP) in participating buildings have been automatically flagged as participating in the Online Pilot. You will need to unassign students (or unselect students from participating in the Online Pilot) who may need **any of the accommodations listed in the Accommodations Summary Table (www.michigan.gov/elpa), are enrolled in Special Ed. Services, or have a 504 Plan/IEP.** These students will not be eligible for Online Testing and must take the regular paper-pencil version. Pre-ID must be completed by **January 14th, 2011.**

Option 1:

- 1) Login to the OEAA Secure Site
- 2) Select **PreId Mass Updates** from the menu on the left side of the page.
- 3) Select your **ISD, District, School, Test Cycle (Spring 2011 ELPA)** and the **Grade** of students for which you want to check Pre-ID information. Click **Search** in the top right corner.

The screenshot shows the Michigan Department of Education's website. The header includes the Michigan Department of Education logo and the text "Department of Education" and "Michigan.gov". Below the header is a navigation bar with links: Michigan.gov Home, Education Home, OEAA Home, Support, Contact Us, and State Web Sites. The main content area is titled "PreId Mass Updates" and features a "Search Criteria" section. This section includes dropdown menus for "ISD" (Ingham ISD (33)), "District" (Okemos Public Schools (33170)), "School" (Kinawa School (4881)), "Grade" (11), "Assigned/Unassigned Students" ([All Students]), "Test Cycle" (Spring 2011 ELPA), "Sort By" ([Default]), and "Sort Order" (Asc). A "Search" button is located in the top right corner of the search criteria section. Below the search criteria is a footer with links: Michigan.gov Home, Education Home, OEAA Home, Educational Entity Master, Support, Contact Us, State Web Sites, Accessibility Policy, Privacy Policy, Link Policy, Security Policy, and Copyright © 2003-2010 State of Michigan.

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Online Registration

PreId Mass Updates

Search Criteria

ISD: Ingham ISD (33)

District: Okemos Public Schools (33170)

School: Kinawa School (4881)

Test Cycle: Spring 2011 ELPA

Grade: 11

Assigned/Unassigned Students: [All Students]

Sort By: [Default]

Sort Order: Asc

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- 4) You should then see a list of students at the bottom of the screen. All eligible students will be automatically flagged for Online Testing.

Michigan Department of Education

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Online Registration

PreId Mass Updates [Search]

Search Criteria

ISD: Ingham ISD (33)
District: Okemos Public Schools (33170)
School: Kinawa School (4881)
Test Cycle: Spring 2011 ELPA
Grade: 05
Assigned/Unassigned Students: [All Students]
Sort By: [Default]
Sort Order: Asc

Update Fields [Save]

Destination Test Cycle: [None]
Destination School: [None]
Grade: [None]
Assign/Unassign Students: [None]
Online Test: [None]

Search Results [Select All] [Unselect All]

School	Student #	Student Name	DOB	Grade	Online Test	Assigned / Unassigned
<input type="checkbox"/> Kinawa School	DT04022000A	TUTU, DESMOND	04/02/2000	05	Y	Assigned

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- 5) To unselect students for Online Testing click in the box on the same line as the student or students and then select **No** from the **Online Test** dropdown.

Update Fields [Save]

Destination Test Cycle: [None]
Destination School: [None]
Grade: [None]
Assign/Unassign Students: [None]
Online Test: No

Search Results [Select All] [Unselect All]

School	Student #	Student Name	DOB	Grade	Online Test	Assigned / Unassigned
<input checked="" type="checkbox"/> Kinawa School	DT04022000A	TUTU, DESMOND	04/02/2000	05	Y	Assigned

- 6) When complete click **Save** on the right side of the page. You should then notice that the column for Online Test has been updated for the students previously selected.

Search Results							Select All	Unselect All
	School	Student #	Student Name	DOB	Grade	Online Test	Assigned / Unassigned	
<input type="checkbox"/>	Kinawa School	DT04022000A	TUTU, DESMOND	04/02/2000	05	N	Assigned	

Option 2:

- 1) Students may also be unassigned from the Online Test by clicking directly on each student's name.

Search Results							Select All	Unselect All
	School	Student #	Student Name	DOB	Grade	Online Test	Assigned / Unassigned	
<input type="checkbox"/>	Kinawa School	DT04022000A	TUTU, DESMOND	04/02/2000	05	Y	Assigned	

- 2) After clicking on the student's name, look for the **Online Test** box on the following screen.

Exit Date (MM/DD/YYYY)

Preder School Code

ion

☐ Home Schooled
☒ Online Test

Reading	Writing	Speaking

- 3) Click on the box to remove the checkmark and unassign the student from the Online Test.
- 4) Once complete, select Save from the upper right hand corner of the page.

For questions on how to access the Secure Site, please go to <https://oeaa.state.mi.us/meap/login.asp> or contact OEAA at 1-877-560-8378.